

## MEMORANDUM

### ATTENTION

To: Home Health Agency Providers

From: Nancy Cutair, Chief  
Division of Nursing Services

Re: HIPAA Implementation for Home Health Services

Date: September 10, 2004

The Maryland Medical Assistance Program is implementing HIPAA related transactions related to the authorization, provision and billing of home health services effective December 1, 2004. This implementation will result in the following requirements:

- **Paper billing:**

- **For dates of service on and after December 1, 2004** - Home health provider agencies must utilize the national standard UB- 92 form to submit paper claims for payment to Maryland Medicaid. These services should be billed using the revenue codes noted on the attached chart.
- **For dates of service prior to December 1, 2004** - Home health provider agencies must utilize the national standard UB - 92 form to submit paper claims for payment to Maryland Medicaid. These services must be billed using the revenue code and corresponding HCPCS code.
- The national standard UB – 92 form should be completed according to the directions provided with this memorandum.

- **Electronic Billing:**

- On and after December 1, 2004 all electronic transactions must be submitted to Maryland Medicaid in the X12N8371 format.

### ELECTRONIC BILLING

Please note that if you plan to submit electronic claims to the Maryland Medicaid, either directly or through a billing service, **you must submit to the Medicaid Program a**

**signed Submitter Identification Form and Trading Partner Agreement** as well as complete testing to such billings. **All agencies intending to submit electronic claims to the Program are encouraged to begin their testing NOW.** Information pertaining to testing for electronic billing may be obtained at the following website:  
<http://dhmh.state.md.us/hipaa/testinstruc.html>.

#### Testing Approach for Home Health Services:

- Submit test claims separately for both current dates of service and for December 2004 dates of service. A trading partner's claims will not be moved into production until successful testing has been completed with live data for both pre and post December 2004 dates of service. This will allow verification of billing approach used for service dates prior to December 1 and service dates on or after December 1.
- Test claims with dates of service prior to December 1 will be processed and reported separately from test claims with service dates on or after December 1.
- To simplify verification of test results, we recommend that you submit a previous month's production claims in the new format.
- We will process home health test claims weekly. An 835 remittance will be available, if requested, for test claims received by noon Friday on the following Wednesday.

#### COMPANION GUIDES

As previously stated, on or after December 1, 2004, all electronic transactions must be submitted in the X12N837I format. Please consult your Information Technology staff or billing software vendor regarding these formats. Companion Guides, developed by the Maryland Medical Assistance Program to assist Information Technology staff and billing software vendors with the ASC X12N Transactions, can be found at:  
<http://www.dhmh.state.md.us/hipaa/transandcodesets.html>.

#### BILLING ASSISTANCE

Staff of the Division of Medical Assistance Problem Resolution (MAPR) will be available to assist home health agency providers with billing problems involving the paper claims submitted on the national standard UB-92 form. The MAPR's hotline number for UB-92 inquiries is (410) 767-5457. Please note that MAPR's staff will only be available to assist provider agencies with billing inquiries/problems related to claims billed on the UB-92. Home health agencies should continue to call Provider Relations at (410) 767-5503 or 1-800-445-1159 for billing inquiries concerning claims submitted to the Program on the DHMH 248 form prior to the HIPAA transition.

## **PAPER BILLING INSTRUCTIONS**

Instructions for billing the Program using the UB-92 form are attached to this memorandum.

We would like to thank you for your patience and cooperation during this lengthy and major project and look forward to working with you to ensure a smooth and painless transition to the new HIPAA compliant system. If you have any questions, please do not hesitate to call us at (410) 767-1448. Thank you.

Attachment

Cc: Samuel Colgain, III  
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